

**SOUTH ASIAN WOMEN'S ASSOCIATION (SAWA) BYLAWS  
MAY 2015**

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**Article I – NAME**

1.1 The name of this organization shall be South Asian Women's Association (SAWA) (f/k/a Indian Women's Association).

1.2 SAWA is a non-profit, non-political and non-religious organization and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

**Article II – OBJECTIVES**

2.1 SAWA is a non-profit, non-political and non-religious organization and shall be operated exclusively for educational, cultural and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

2.2 The purpose of SAWA is to:

- a) advocate for South Asian Women's interests and issues;
- b) provide support and opportunities to South Asian women of Greater Lansing for developing personal and professional networks; and
- c) promote sharing of diverse South Asian cultures with the Greater Lansing community.

**Article III - MEMBERSHIP**

3.1 The membership is open to anyone interested in promoting and furthering SAWA's objectives.

3.2 The annual membership dues are \$20 per individual (\$10 for students), \$35 per family of two or more members, or such other amounts as determined by the Board of Directors..

3.3 The membership year begins January 1 and ends December 31.

3.4 Each member shall have a single vote.

3.5 The membership will be automatically terminated upon non-payment of annual membership dues by or before January 31 of each year.

#### **Article IV - FINANCIAL POLICY**

4.1 No remuneration shall be paid for voluntary services provided to the organization. The directors will not receive any compensation for carrying out their duties.

4.2 All disbursements shall require approval of the board before any payments are made. The checks shall be signed by both the treasurer and the president or the vice president. However, disbursements below Fifty Dollars (\$50) can be approved post facto by the board. Approval of the board may be obtained in writing, by documenting consent in meeting minutes or via electronic mail (Email).

4.3 The fiscal year of the organization shall be from January 1 to December 31 each year.

4.4 The financial and tax records shall be kept for a minimum period of 7 years.

4.5 An internal and/or external review of financial records shall be performed each year.

#### **Article V - BOARD OF DIRECTORS AND COMMITTEES**

5.1 Number of Directors: SAWA shall have a board of directors consisting of at least 7 and no more than 11 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

5.2 Election of Directors:

a) Directors may be elected at any board meeting by the majority vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in April of each year during annual meeting of membership. Vacancies in the board of directors shall be filled by the board for the balance of the term of the director being replaced.

b) All directors shall be elected to serve a two year term, however the term may be extended until a successor has been elected.

c) Director terms shall be staggered so that approximately half the number of directors will end their terms in any given year.

d) Directors may serve terms in succession.

e) The term of office shall be considered to begin May 1 and end April 30 of the third year in office, unless the term is extended until such time a successor has been elected.

5.2 Removal and Resignation. The board of directors may remove an officer at any time, with or without cause, by the majority vote of the existing board of directors. Prior to such removal, the officer shall be provided a written notice and shall be afforded an opportunity to respond in writing within 7 calendar days of receipt of such notice. Any officer may resign at any time by giving written notice to the board.

5.3 Committees. The board may appoint a committee(s), temporary or permanent, and designate the duties, powers and authorities of such a committee(s).

## **Article VI - OFFICERS**

The officers of the organization shall be a board president, vice president, secretary, and treasurer, all of whom shall be elected by, and serve at the pleasure of, the board of directors. Only those members actively serving on the board may be considered for any of the officer positions. Two or more offices may be held by one person. The president may not serve concurrently as vice-president.

6.1 Term of Office. The officers shall be elected by the board at its annual meeting in April of each year. Each officer shall serve a two year term of office or until a successor has been elected. The officers may not serve more than three (3) consecutive terms of office unless extended by the board.

6.2 The Board President. The board president shall be the chief volunteer officer of the organization. The board president shall lead the board of directors in performing its duties and responsibilities, including presiding at all meetings of the board of directors, and shall perform all other duties incident to the office.

6.3 Vice President. In the absence of the board president, the vice president shall perform the duties of the board president. The vice president shall perform other duties as prescribed by the board president or the board.

6.4 Secretary. The secretary shall record and maintain minutes of all meetings and actions of directors and committees. The secretary shall provide notice of all meetings of directors and committees as required and will be responsible for filing various reports in accordance with the State and federal statutes. The secretary shall perform other duties as may be prescribed by the board president or the board.

6.5 Treasurer. The treasurer shall prepare and maintain all financial, donor and membership records, make disbursements as authorized by the board, make timely deposits in the financial institution approved by the board, prepare financial statements and annual budget and present to the board and to the general membership.

6.6 Non-Director Officers. The board of directors may designate additional officer positions and may appoint and assign duties to other non-director officers of the organization.

## **Article VII - MEETINGS**

7.1 General Membership Meeting. A general body meeting shall be held in April of each year for the purpose of electing directors and such other business as may properly come before the meeting. This general body meeting will also constitute as the Organization's annual meeting.

7.2 Regular Meetings. The board of directors shall meet regularly with adequate advance notice to all board members and general members at times and places fixed by the board.

7.3 Special Meetings. Special meetings of the board may be requested by the president or the board. A special meeting shall be preceded by at least 3 days' notice to each director of the date, time, and place, unless the meeting is called to address an emergency matter.

7.4 Quorum. A majority of the directors shall constitute a quorum at the board meeting. At the general body meeting, a majority of the members present shall form a quorum at the meeting. In the case of inadequate majority, the board shall have the authority to render decisions.

7.5 Conduct of the Meetings. All meetings shall follow Robert's Rule of Order and shall be open to any member who wishes to attend.

7.6 Remote Attendance. Members and directors, for unavoidable reasons, may attend meetings by telephone, Skype or other electronic media, if available at the meeting location.

**Article VIII – DISSOLUTION**


In the event of the dissolution of the organization, any assets of the organization will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as determined by the then board and the then membership with a majority vote.


**Article IX - BYLAW AMENDMENTS**

These bylaws may be amended, altered, repealed, or restated in writing by a vote of the majority of the board of directors at a meeting of the board.

**CERTIFICATE OF ADOPTION OF BYLAWS**

We do hereby certify that the above stated Bylaws of South Asian Women's Association (SAWA) were approved by a majority vote of SAWA's board of directors and current members on MAY 17, 2015 and constitute a complete copy of the Bylaws of the organization. These Bylaws shall repeal any prior Bylaws which may have been adopted by the organization since its inception.

President:   
Name: RESHMA SAMBARE  
Date: May 18, 2015

Vice President:   
Name: ASHA SHAH  
Date: 5/18/15